

# Request for Proposal

Selection of Agency for providing  
Training for different levels of stakeholders on specified topics

for  
**Tripura JICA Project**  
(SCATFORM)  
under  
Forest Department, Govt. of Tripura

Date of Publishing of RFP	29/4/2023
Last date of Submission of RFP	29/5/2023



Project Management Unit,  
Tripura JICA Project (SCATFORM)  
April 2023

Government of Tripura  
Forest Department

**Project Management Unit, Tripura JICA Project**  
(Project for Sustainable Catchment Forest Management in Tripura)

Prakriti Bhawan, Gandhigram, West Tripura 799012

Phone: +91-3812397022, e-mail: [tripurajica@gmail.com](mailto:tripurajica@gmail.com), Website: [www.scatform.com](http://www.scatform.com)

*NO-F-16/JICA/SCATFORM/Tsg/Vol-1/2022/857*

RFP No

Dated *26/04/23*

1. Chief Executive Officer & Project Director, Tripura JICA Project (Project for Sustainable Catchment Forest Management Project in Tripura (SCATFORM)) invites applications for Selection of Agency for providing **Training for different levels of stakeholders on specified topics**. Detailed information is available in the website: [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) wherein the proposal complete in all respect has to be submitted on or before the **date 29/05/2023 up to 03.00 PM(IST)** as per the instructions mentioned in this RFP document. Chief Executive Officer & Project Director, Tripura JICA Project reserves the right to accept or reject all or any of the proposals or terminate the selection process without assigning any reason thereof.
2. Agencies participating in the Bidding must fulfill the following pre-requisites:
  - i. The Agency must have been operating in India for at least 10 (Years) years. Proof of registration as a legal entity must be submitted.
  - ii. Average annual turnover of the Applicant for the last 3 (three) financial years should be equal to or greater than **INR 1crore. (Any kind of JV or Consortium is not allowed)**.
  - iii. In the last 10 (ten) years, the bidders should have experience of conducting training of the forest officials and staff in different states of India including the Training of the IFS officers under the MoEFF&CC program.
  - iv. The bidders should have experience of Conducting assignments of similar nature in Tripura or with other state forest departments.

*Note: The detailed eligibility criteria are given in section 2 of the RFP document.*

3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) from *29/04/2023*
4. Interested Agencies may submit their proposals along with an **EMD of INR 40,000.00 (Rupees forty thousand only)** as prescribed in the RFP document (refundable for unsuccessful bidders only). No proposal will be accepted without the EMD. Proposals received without EMD will be considered ineligible.  
*Note: No liability will be accepted for downloading the incomplete document.*
5. The Proposal complete in all respect may be submitted through the e-Procurement Portal of Tripura <https://tripuratenders.gov.in>.
6. Incomplete and/or Delayed submission will lead to outright rejection of the bid/proposal.

Sd/-  
(Dr. A M Kanfode, IFS)  
Chief Executive Officer & Project Director  
Tripura JICA Project (SCATFORM)

*[Signature]*  
[ Prasad Rao Vaddarapu, IFS]  
Director, Livelihood & Capacity Development  
Tripura JICA Project (SCATFORM)

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### Key Events

Sl.Number	List of Key Events	Critical Dates
1.	Date of Issue of RFP	29/4/2023
2	Availability of RFP Document	29/4/2023
3	Starting date for Submission of Technical and Financial Bid	29/4/2023
4	Last Date and Time for Submission of Technical and Financial Bid	29/5/2023
5	Date of Opening of Technical Bid	30/5/2023
6	Date of Opening of Financial Bid	To be updated to successful bidder
7	Contract negotiation with successful bidder	To be updated

The bidder should submit their technical and financial bid **only by online** in <https://tripuratenders.gov.in> complete in all by 29/05/2023 ( 3.00 PM IST). The authority reserves the right to reject any/ all bid without assigning any reason thereof. All Documents to be scanned with original signature.



## Disclaimer

The information contained in this RFP (hereinafter referred to either as E-TENDER) document made available to the Bidders, by the Project for Sustainable Catchment forest Management In Tripura (Herein after referred as SCATFORM) Govt. of Tripura, is provided to the Bidder(s) on the terms and conditions set out in this E-TENDER document and all other terms and conditions subject to which such information is provided. The purpose of this E-TENDER document is to provide the Bidder(s) with information for **Providing training for different levels of stakeholders on specified topics** under the project SCATFORM. This E-TENDER document does not purport to contain all the information each Bidder may require. This E-TENDER document may not be appropriate for all persons, and it is not possible for the SCATFORM to consider the business/investment objectives, financial situation and specific needs of each Bidder who reads or uses this E-TENDER document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this E-TENDER document and wherever necessary obtain independent advice from appropriate sources. PMU-SCATFORM makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or Completeness of the E-TENDER document. PMU-SCATFORM, Forest Department, Government of Tripura, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this E-TENDER document.



### Bidder's Data Sheet

Sl.No	Particular	Details
1	Name of the Client	PROJECT FOR SUSTAINABLE CATCHMENT FOREST MANAGEMENT IN TRIPURA (SCATFORM) GOVERNMENT OF TRIPURA
2.	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3	Availability of RFP Document	29/4/2023
4	Date of Issue of RFP	29/4/2023
5	Starting date for submission of technical and financial bid online	29/4/2023
6	Last Date and Time for submission of Technical and Financial bid online	29/5/2023 (3:00 pm Server time)
7	Date of opening of Technical bid	30/5/2023
8	Date of opening of Financial bid	To be updated
9	Earnest Money Deposit (EMD) (Refundable)	Rs. 40,000/- to be submitted in the form of Demand Draft in favor of the "Chief executive officer and project Director, SCATFORM" along with the Tender document
10	Tender fee (Non refundable)	Rs 500/- (Five hundred only) to be paid in portal ( www. tripuratenders.gov.in)
10	Mode of Submission of Bid	Online only
11	Website for online submission of Bid	www. tripuratenders.gov.in
12	Process of submission	Both Technical and Financial bid to be submitted in separate sealed envelop or to be uploaded in www. tripuratenders.gov.in as specified.



**Section: 1**  
**Letter of Invitation**

RFP No:

NO-F 16/JICA/SCATFORM/T&G/Vol-1/2022/857

Dated: 26/04/23

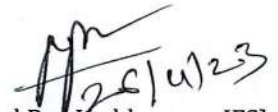
**Name of the Assignment: Selection of consultant for providing training for different levels of stakeholders on specified topics for SCATFORM** (The Client) invites online Technical and Financial Bid in ([www.tripuratenders.gov.in](http://www.tripuratenders.gov.in)) from reputed and eligible bidders for **"Providing training for different levels of stakeholders on specified topics under the project SCATFORM"** More details on the proposed assignment are provided at Section-3 : Terms of Reference of this RFP document. An Agency/Institution will be selected under Combined Quality and Cost Based Selection (CQCBS) procedure as prescribed in this RFP document in accordance with the financial and procurement guidelines of SCATFORM, Forest Department, Government of Tripura. The bid completes in all respect as specified in the RFP document and a Refundable amount of Rs.40,000/- (Rupees forty thousand only) towards EMD in the form of scanned copy of Demand Draft from any scheduled commercial bank drawn in favor of **Chief executive officer and Project Director, SCATFORM** should be submitted online failing which the bid will be rejected. The bid must be submitted to the address indicated in the datasheet ([www.tripuratenders.gov.in](http://www.tripuratenders.gov.in)). Submission of the bid through any other mode will be rejected. While all information/data given in the RFP document are accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of the information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept/reject any/all bids/ terminate the entire selection process at any stage without assigning any reason thereof.

Sd/-

(Dr.A.M Kanfode, IFS)

Chief Executive Officer & Project Director

Tripura JICA (SCATFORM)



[Prasad Rao Vaddarrapu, IFS]

Director , Livelihood &Capacity Development  
Tripura JICA Project (SCATFORM)

Section: 2

Information to the Bidder

2.1. **Pre-Qualification /Eligibility Criteria:** The invitation to RFP is open to all bidders who qualify the eligibility criteria given below and the bidders must submit online the required supportive documents/information as indicated against each as part of their technical bid:

Sl No	Basic requirement	Specific requirement	Supporting documents required
1	Legal Entity	Single entity legally registered under appropriate authority in India. <b>Consortium or Joint Venture is not allowed.</b> The bidder must be registered under GST Act 2017.	a. Copy of certificate of Incorporation/Registration b. Copy of GST Registration c. Copy of valid PAN
2	Required experience from the Bidder	<p>a. The bidder should have more than 10 years of existence and at least 10 years of experience in the field of Training / Evaluation and in the area of Action research in Forestry/Tribal and Community development Sector</p> <p>b. Experience of conducting training for the forest officials and field staff in different states of India including the Training of the IFS officers under the MoEFF&amp;CC program for at least 10 years,</p> <p>c. Experience of conducting Training Need Assessment in the forestry sector .</p> <p>d. Preparation of training Manuals, Modules and Materials for the forest functionaries.</p> <p>e. Experience of implementing projects related to sustainable Livelihood in the forest fringe areas and with the tribal communities.</p> <p>f. Experience of conducting training and capacity building of Govt line department officials and staff</p> <p>g. Have experience of conducting formal academic programs as evidence of credentials of the institution</p> <p>h. Prior experience working with the Tripura state forest department would be an advantage</p>	<p>Copy of registration certificate</p> <p>Copies of engagement of such as Work Order / Contract Document/ Completion Certificate</p>
3	Turn Over	The bidder should have an average annual turnover of more than Rs. 1 Crore during the last three financial years	Copies of audited balance sheet (TECH A-3)



4	Earnest Money Deposit (EMD)	The bidder should upload scanned copy of an Earnest Money Deposit (EMD) of Rs. 40,000/- in the form of Demand Draft in favor of " <b>Chief executive officer and project Director, SCATFORM</b> " payable at Agartala	Scanned copy of Original Demand Draft
5	Affirmative statement	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements or affiliations with the Client	Self-Declaration from the Bidder as per the format (TECH A-5)
6	Blacklist	The bidder should not have been banned/blacklisted/debarred/suspended by any bilateral and multi-lateral donor agencies Central Government / any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India.	Self-Declaration by the Authorized representative on the bidder's letter held (TECH A-6).

## 2.2 Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP document have the following meaning:

- A. Bidder means Agency/Organization/Firm/Company/Educational Institution which submits bid in response to this RFP document
- B. Agency means Independent Agency, selected through competitive process in pursuance of this RFP, for providing the services under the Contract
- C. Project Means Project for Sustainable Catchment Forest Management in Tripura (SCATFORM)
- D. PMU- SCATFORM, means Project Management Unit, Project for Sustainable Catchment Forest Management In Tripura.
- E. Contract means the Contract entered by the parties for indicated work in this RFP.
- F. Personnel means professional and support staff provided by the Agency to perform Services to execute the assignment and any part thereof.
- G. Bid means bid submitted by Bidder in response to the RFP issued by PMU-SCATFORM.
- H. Service means the work to be performed by the third-party agency pursuant to this RFP and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by PMU-SCATFORM.

## 2.3 Period of Contract:

The assignment is for **three (03) Years**. If the selected agency fails to deliver the output as agreed upon in the contract to be signed with PMU-SCATFORM or commit breach of any of the terms and conditions, provisions or stipulations of the contract, Project Authority shall take appropriate action including termination of the contract with the agency.

## 2.3 Documents to be submitted:

along with Technical Bid The bidders must submit online the following documents duly signed in along with their Technical Bid:

Sl No	Name of the Document
A	Covering letter (TECH A-1) on bidder's letterhead requesting to participate in the bid process
	Earnest Money Deposit (EMD) scanned copy attached
	Copy of Certificate of Incorporation/ Registration
	Copy of PAN
	Copy of Goods and Services Tax Identification Number (GSTIN)
	Copies of IT Return for the last three financial years
	General Details of the Bidder (TECH A-2)
	Financial Details of the bidder (TECH A-3) along with all the supportive documents as applicable duly signed as per the instruction.
	List of completed or ongoing assignments of similar nature (Past Experience Details, (TECH A-4) along with copies of contracts / work orders / completion certificate from previous clients
	Self-Declaration regarding Conflict of Interest on bidder's letterhead (TECH A-5).
	Undertaking for not having been banned/blacklisted/debarred/suspended by the Central Government/any State Government /Government Organization/Financial Institution/Court /Public Sector Unit in India on bidder's letterhead (TECH A-6)
B	Covering letter (B-1)
	Organisation Profile (B-2)
	Bidders Ex[perience (B-3)
	Comments on ToR (B-4)
	Approach Methodology (B-5)
	Experts CV (B-6)
	Workschedule (proposed) (B-7)

#### 2.4. Earnest Money Deposit (EMD):

The bidder must submit, as part of the bid, an Earnest Money Deposit (EMD) amounting to Rs. 40,000/- (Rupees forty thousand only) in shape of Demand draft from any scheduled commercial bank in favor of "Chief executive officer and project Director, SCATFORM payable at Agartala. The bid not accompanying scanned copy of Demand Draft for the purpose of EMD will be rejected. The EMD will not carry any interest. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its bid during the bid validity period as specified in RFP.
- Bidder has submitted false information in support of its qualification.
- Any other circumstance which holds the interest of the Client during the overall selection process.

#### 2.5 Pre-bid Clarification meeting:

Pre bid clarification is optional. Bidders can send their queries over mail to [tripurajica@gmail.com](mailto:tripurajica@gmail.com) on or before 12/5/2023 necessary clarification will be provided over mail to bidders.

#### 2.7 Submission of Bid:

Bidder must submit their bid online before the last date and time for submission of bid as mentioned in Bidder Data Sheet. The bid must have to be submitted in two parts (Technical and Financial).

The procedure for submission of the bid is described below:

- Technical Bid : The documents as mentioned in „Paragraph 2.3 under the heading “Documents to be submitted along with Technical Bid to be submitted with signature of competent authority in each page
- Financial Bid : Bidders should fill up prescribed format as indicated in section 5 of RFP with proper signature of competent authority

#### 2.6 Evaluation of Bid:

A Three-stage process will be adopted as explained below for evaluation of the bid: First stage would be checking proper submission of all required documents, which is qualifying in nature. Qualified bid will be

evaluated in second stage with marking as per technical bid submitted. At third stage financial bid will be evaluated for those qualified in technical evaluation.

**2.6.1 Preliminary Evaluation (1st Stage):**

Preliminary evaluation of the bid will be done to determine whether the bid comply with the prescribed eligibility conditions and the requisite documents / information have been properly submitted by the bidder or not. Submission of following documents / information will be verified:

- o Covering letter (TECH A-1) on bidder's letterhead requesting to participate in the selection process.
- o Proof of Earnest Money Deposit (EMD) as applicable
- o Copy of Certificate of Incorporation/Registration o Copy of PAN
- o Copy of Goods and Services Tax Identification Number (GSTIN) as applicable
- o Copies of IT Return for the three preceding financial years
- o General Details of the Bidder (TECH A-2)
- o Financial Details of the bidder (TECH A-3) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- o List of completed or ongoing assignments of similar nature (Past Experience Details, TECH A-4) along with copies of contracts / work orders / completion certificate from previous clients.
- o Self-Declaration on Conflict of Interest (TECH A-5) o Undertaking for not having been banned/blacklisted/debarred/suspended by the Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECH A-6).

**All the uploaded pages of the bid and attachments are to be signed. Bid not complying with any of the above requirement, will be out rightly rejected.**

**2.6.2 Technical Evaluation (2nd Stage):**

**Total 100 Marks** (70% is the qualifying mark): Technical bid will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the bid of the qualified bidders shall be made as per the following technical parameters:

Sl no	Bid Evaluation Parameter	Maximum Mark
1	1. The bidder should have minimum 10 years of existence	10
	2. at least 10 years of experience in the field of Training / Evaluation and in the area of Action research in the Forestry/tribal and community development Sector with evidence of policy input and conducting academic	20
	3. Experience of conducting training and capacity building of different Govt. line department officials and staff (Excluding forest Department)	10
	4. Minimum 10 years Experience of conducting training of the forest officials and field staffs in different states of India including the Training of the IFS officers.	10

	5. Experience of conducting Training Need Assessment in the areas of community development , gender mainstreaming, and associated areas under forestry and allied sector .	05
	6. Preparation of training Manuals, Modules and Materials for the participants in the areas of community development , gender mainstreaming, Communication and leadership and associated/allied areas	10
	7. Prior experience working with the Tripura state forest and allied departments	05
2	<b>Team Member</b>	
	<b>Trainer 1</b>	10
	<b>Trainer 2</b>	10
	<b>Trainer 3</b>	05
	<b>Trainer 4</b>	05
	<b>Total</b>	<b>100</b>

### 2.6.3 Financial Evaluation (3rd Stage):

The financial bid of the technically qualified bidders only shall be opened at this stage. Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical bid, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 85% weightage to the technical score and 15% weightage to the financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given below:  $SF = [F_{min} / F_b] * 100$  (rounded off to 2 decimal places) Where; SF= Normalized financial score of the bidder under consideration  $F_{min}$ = Lowest financial quote among the technically qualified bidders  $F_b$ = Financial quote of the bidder under consideration.

Combined Score (S) =  $ST * 0.85 + SF * 0.15$  Where ST = Technical score secured by the bidder SF = Financial score secured by the bidder

The bidder securing the highest evaluated Combined Score (S) will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Agency including overhead expenses, such as travel, accommodation, logistics for resource person during conduction of training/ workshop, preparation of reports/ formats, printing & other secretarial expenses etc. [**Note: Cost of Venue, and lodging (Night stay for participants) will not be a part of bidding (Financial proposal) as PMU will provide necessary arrangements as required.**]

Combined Score of the bidders for the bid shall be worked out as under:

A	B	C	D	E	F
Bidder	Technical Score (ST)	Financial Score (SF)	Weighted Technical Score (85% of ST)	Weighted Financial Score (15% of SF)	Combined Score (F=D+E)
XXX	XX	XX	XX	XX	XX

**2.6.4 Taxes:** Income Tax (TDS) will be deducted from the contract value as per the prevailing tax rate.

**2.6.5 Nature of Contract:** Budget of quantity includes all expenses required to carry out the assignment by the successful bidder and client will not bear any extra cost

**2.6.6 Resultant single vendor situation**

If at the evaluation stage only one Agency qualifies for contract, the next course of action would be decided by the Evaluation Committee.

**2.7 Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the successful bidder. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

**2.8. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP. The format for Letter of Acceptance and detail of contract agreement will be shared with successful(wining) bidder only.

**2.9 Conflict of Interest:**

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Tripura. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

**2.10 Disclosure:**

a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract

b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- a criminal offense or other serious offense punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.

- corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**2.11 Anti-corruption Measure:**

a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial bid, and recommendation for award of contract, will result in the rejection of the bid.

b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**2.12 Language of Bid:**

The bid and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Bid, the translated version shall govern.

**2.13 Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its bid. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one bid under the selection process. Alternate bids are also not allowed.

**2.14 Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of the High Court at Agartala, Tripura.

**2.15. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The rights and obligations of the Client and the Agency under this contract will be governed by the prevailing laws of Government of India and Government of Tripura. Failure on Agency's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. In case delay in the delivery of services is found not attributed to the Agency, the penalty may be waived.

**2.16 Confidentiality:**

Information relating to evaluation of Bid and recommendations concerning awards shall not be disclosed to the bidders who submitted the bid or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder of confidential information related to the process may result in rejection of its bid and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**2.17 Amendment of the RFP Document:**

At any time before submission of bid, the Client may amend the RFP by issuing an addendum through SCATFORM website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their bid, the Client may, at its discretion, extend the deadline for the submission of the bid.

**2.18 Client's right to accept any bid, and to reject any or all bid/s:**

The Client reserves the right to accept or reject any bid, and to annul or amend the bidding / selection / evaluation process and reject all bid at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

**2.19 Copyright, Patents and Other Proprietary Rights:**

Forest Department, Government of Tripura shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**2.20 Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquakes, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

**2.21 Arbitration:**

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator nominated by the Secretary, Forest Department, Government of Tripura. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Agartala.



**Section: 3**  
**Terms of Reference (ToR)**

**3.1 Introduction**

**A. Background of the project:**

Chief Executive Officer & Project Director, Tripura JICA Project requires eligible Agency for providing services at Project Management Unit (PMU), NTFP Centre of Excellence (NCE), District Management Units (DMU), Sub-divisional Management Unit (SDMU) and Range Management Unit (RMU) locations under the Project for Sustainable Catchment Forest Management in Tripura (SCATFORM) as well as at the field location of Tripura Forest Department (TFD) to be implemented with Official Development Assistance (ODA) from Japan International Cooperation Agency (JICA) made available through Government of India. The Project for Sustainable Catchment Forest Management in Tripura aims to improve quality of forest in the targeted catchment by sustainable forest management, soil and moisture conservation and livelihood development, thereby contributing to development of forest ecosystem services and livelihood improvement of forest dependent communities in the State of Tripura. The implementation period of the Project is 10 years from September 2018.

**Project Management Unit (PMU):** The PMU at Agartala is headed by Project Director (PD) in the rank of APCCF/ CCF. At the State level PD will be supported by a team of officers and professionals that will include Directors in the rank of CF/ senior DCF, Assistant Directors in the rank of ACF, Finance Officer, Program Managers, MIS and GIS/ Remote Sensing professionals and support staff including software programmers, accountants and ministerial staff. To augment various skill sets, PMU is further supported by a team of experts constituted as Project Management Consultants (PMC).

PMU has also established DMUs, SDMUs and RMUs that will work as extended arms of PMU, and support project implementation and supervision while working along with the departmental functions, and with the JFMCs/ EDCs as well. The officers in PMU will either be on deputation from the State Forest Department or directly hired on contract from open market or recruited through a qualified and reputed placement/ govt. outsourcing agency.

**NTFP Centre of Excellence (NCE):** NCE was established in 2008 under Tripura JICA Project to address the issue of NTFPs and value addition in the state. The Centre is headquartered at Agartala and the officers engaged will have full jurisdiction over the entire State. The NCE is having outlets in the brand name of 'Crafts and More' for marketing of the value-added products, handlooms, handicrafts and allied products made by artisans under Tripura JICA Project. The 'Crafts and More' brand is needed to be strengthened by establishing forward and backward linkages with consumers and producers. Hence, there is requirement of officers for meeting of the extended responsibilities of the Centre in the SCATFORM Project. A Research Officer is placed to take up research activities into the suitable varieties of NTFP and how their production can be maximized. Training and Capacity Building Officers are responsible to take up extensive tours and engage in capacity building of the prospective growers of NTFPs and traders dealing with NTFPs. A Manager and Marketing Promotion Officer is responsible for establishing the forward and backward linkages of the raw materials and sale of the finished products through the JLGs of the Project.

**District Management Units (DMUs):** Seven (07) DMUs have been established at district level at Dharmanagar, Kumarghat, Teliamura, Agartala, Sepahijala (Charilam), Udaipur and Belonia, and will function as the dedicated and extended wing of the PMU for project implementation and as a subordinate office of the autonomous society. DMU is headed by a DCF rank officer and is designated as DMU Chief. S/he will coordinate and facilitate project implementation at the district and sub-divisional level, and will extend all technical inputs and guidance on day-to-day basis to the SDMUs. DMU Chief will be responsible for supervising and guiding the works carried out by specialised agencies/ resource organisations, and facilitate convergence at the district level. The DMU will receive funds for regular operation of the DMU as well as for SDMUs, RMUs and JFMCs/ EDCs. The DMU will operate and report expenses to the PMU, and will act as the controlling and supervising unit for the project implementation.

**Sub-divisional Management Units (SDMUs):** Sixteen (16) SDMUs have been created at Sub-division level at Kanchanpur, Dharmanagar, Kailashahar, Kumarghat, Teliamura, Khowai, Mandai, Agartala,



Bishalgarh, Sonamura, Udaipur, Amarpur, Karbook, Bagafa, Sabroom and Gandachhara. SDMU will be an extended arm of the DMU. SDMU is headed by a SDMU Chief who is in the rank of ACF or above in the Forest Department. S/he will facilitate project implementation at the sub-divisional level, and will also extend all technical inputs and guidance to RMUs within their jurisdiction and at field level on day-to-day basis. SDMU Chief will be responsible for supervising and guiding the works carried out by specialised agencies/ resource organisations, and facilitate convergence at the district level.

**Range Management Units (RMUs):** Thirty-six (36) RMUs have been created at the following locations at Range level:

(1) Kanchanpur	(2) Dharmanagar	(3) Panisagar	(4) Gournagar	(5) Chandipur
(6) Kumarghat	(7) Machmara	(8) Pecharthal	(9) Kalyanpur	(10) Padmabil
(11) Tulashikhar	(12) Mungiakami	(13) Teliamura	(14) Champaknagar	(15) Mandai
(16) Subalsingh	(17) Boxanagar	(18) Charilam	(19) Jampuijala	(20) Kathalia
(21) Melaghar	(22) Amarpur	(23) Ampri	(24) Karbook	(25) Tirthamukh
(26) Silachhari	(27) Killa	(28) Bagafa	(29) Hrishyamukh	(30) Kakulia
(31) Bankul	(32) Satchand	(33) Srinagar	(34) Gandachhara	(35) Raishyabari
(36) Ganganagar.				

RMU is an extended arm of the SDMU. RMU will be headed by a RMU Chief who is in the rank of Ranger or above in the Forest Department. S/he will facilitate project implementation at the Range level, and will also extend all technical inputs and guidance to Beats within their jurisdiction and at field level on day-to-day basis. RMU Chief will be responsible for supervising and guiding the works carried out by the Beat Officers as well as JFMCs/ EDCs, and facilitate convergence at the block level. Under SCATFORM project a total of 450 JFMC/EDCs are proposed to be formed spread across 148 Beats.

## 1. Objective of the training assignment

1.1 The objective of the present assignment is to conduct training for the officials and field functionaries of the project at different levels on

- Gender Mainstreaming
- Community Mobilisation, Institution building and Organization Behavior .

1.2 To develop skills of the participants to plan, integrate and implement Gender Mainstreaming at each level of the project

## 2. Scope of Work

### 2.1 Broad Scope of Work

SCATFORM project has an integral part of capacity building for the project functionaries as well as the community members through a series of trainings at different levels. There are two important components of training viz, Gender Mainstreaming and Livelihood, IGA, Cluster Promotion and Revolving Fund Management that are suggested for the officials and field functionaries at different levels. According to the project structure, the trainings will be conducted at the PMU and DMU, SDMU and RMU levels.

The details of training programs to be conducted at all levels have been summarized in the table below

**A. PMU and NCE**

Level	Topic	Total Participants	Number of Batch/s proposed	Number of Days of Training per batch	Required Qualification of Resource person	Location of the training
PMU and NCE Officials	Gender Mainstreaming Under SCATFORM	20	01	01	Minimum Phd. With minimum 15 years of training experience for conducting training of senior officials on related areas	PMU (Agartala)
PMU and NCE	Effective Communication and Leadership	20	01	01		
Support Staffs	Gender Mainstreaming Under SCATFORM	20	01	01	Minimum Masters with minimum 8 years experience of conducting training for State Govt Officials on related areas	PMU Agartala

**B. DMU and SDMU Level**

Level	Topic	Total Participants	Number of Batch/s proposed	Number of Days of Training per batch	Required Qualification of Resource person	Location of the training
DMU and SDMU Chief	Gender Mainstreaming Under SCATFORM	24	01	01	Phd. With minimum 15 years of training experience for conducting training of senior	PMU, Agartala
	Community Mobilization and Institution building	24	01	01		
	Organizational	24	01	01		

	Behavior, Team Building				officials	
	Intersectoral convergence	24	01	01		
Support Staffs	Gender Mainstreaming Under SCATFORM	56	02	01	Masters with minimum 8 years experience of conducting training for State Govt Officials	
	Organizational Behavior, Team Building	56	02	01		

**C. RMU Level**

Level	Topic	Total Participants	Number of Batch/s proposed	Number of Days of Training per batch	Required Qualification of Resource person	Location of the training
Range officers and Beat Officers	Gender Mainstreaming Under SCATFORM	184	08	02	Masters with minimum 8 years experience of conducting training for State Govt Officials	Respective Division
Support Staff	Gender Mainstreaming Under SCATFORM	72	03	01		

**D. Livelihood coordinator and Community Organizers**

Level	Topic	Total Participants	Number of Batch/s proposed	Number of Days of Training per batch	Required Qualification of Resource person	Location of the training
Livelihood Coordinator and Community Organizers	Gender Mainstreaming Under SCATFORM	109	04	02	Masters with minimum 8 years experience of conducting training for State Govt Officials	Respective Divisions
	Effective communication and leadership, Team building and Conflict Management skills	109	04	02		

### E. Field facilitators

Level	Topic	Total Participants	Number of Batch/s proposed	Number of Days of Training per batch	Required Qualification of Resource person	Location of the training
Field facilitators	Gender Mainstreaming Under SCATFORM	248	10	01	Masters with minimum 8 years experience of conducting training for State Govt Officials	Respective Ranges

### 2.2 Specific Scope of Work

The training provider has to conduct the training by accomplishing the following tasks

- i. Preparation of training modules and materials both in English and Bengali. There will be separate modules and materials for the officials and the field functionaries considering their roles and responsibilities under the project. The training modules and materials must be prepared consistently with the project aims, objectives, activities and expected outcomes.
- ii. Preparation of a training plan and training calendar for timely completion of the training in consultation with the PMU.
- iii. Conduct the training at different levels following Adult Learning Principles and Andragogy approaches. The training is to be conducted at the locations specified in section 2.1
- iv. There has to be a pre-training assessment of the level of knowledge and skills of the participants at the outset of each training and a post-training assessment at the end of the training. The assessments are to be done following structured formats to be provided by PMU.
- v. There has to be an evaluation of the training done by each participant at the end of each training.
- vi. Submission of the report at the end of each training including the registration, schedule of the training, pre and post training assessment results, participant's evaluation, brief write-up of the sessions and photographs.

### 3. Agency's deliverables

- o A detail Calendar for Training programme with indicative dates for conducting training to be submitted for a financial year before commencement of training .
- o A complete set of Training Module along with session plan to be submitted to PMU along with training calendar.
- o A pre Training Assessment report with analysis to be submitted to the PMU
- o One set of Training Kit along with all study material to be provided to individual trainee
- o Resource person as indicated in the ToR to be made available for the entire duration of the training program
- o Training evaluation / assessment report along with a brief process documentation supported by photographs to be submitted with in seven days of completion of each training.

### 4. Service facilities to be provided by PMU

- o Necessary Manual/Guideline developed by the project to understand the context and priority.
- o Selection of list of participants for each training
- o Arrangement of Venue and refreshment for trainee

- Night halt arrangement for trainee (if required)
- Arrangement for travel for trainee from point of posting to Training venue.

#### 5. Agencies input and resource required

Position	Suggested Number	Qualification and Experience
<b>Trainer 1 and 2</b>	<b>02</b>	<p>Minimum PhD degree with Master"s degree in Social Science/Anthropology/Geography /MBA or equivalent degree from reputed institution.</p> <p>Minimum 20 years of working experience in the areas of Forestry and allied sector, Socio-economic Development, Research etc with specific experience as trainer/ Capacity Development Specialist in Gender and Livelihood Improvement assignments</p> <p>10 years of experience in designing curriculum, Preparation of module and study material for training</p> <p>Fluency in Understanding ,speaking and writing in Bengali will be given preference.</p>
<b>Trainer 3 and 4</b>	<b>02</b>	<p>Master"s degree in Social Science/Anthropology/Geography /MBA or equivalent degree from reputed institution</p> <p>Minimum 08 years of working experience in the areas of Forestry and allied sector , Socio-economic Development, Research etc with specific experience as trainer</p> <p>Fluency in Understanding ,speaking and writing in Bengali</p>

#### 6. Implementation Arrangement

The Agency will report to Project Director, and work closely with the Capacity Building Expert for completion of the assignment.

The Project Director will provide the required approvals for conducting the training.

The Project Director will also arrange, as required, introductions to the PMU, DMU and SDMU. The agency will be responsible for conducting the training following the agreed modules.

The Project Director shall provide the Agency with relevant information and documents necessary to conduct the training.

The Project Director will ensure execution of the training as per the training plan and training calendar.

The Project Director will ensure the participation of the trainees in the training.

The Project Director will also ensure venue and logistic (Stay For participants) arrangements at the PMU, DMU, SDMU/RMU level for conducting the training as required.

#### 7. Payment Schedule

Activities/Milestone (s)	Payment percentage
Submission of the Training calendar , brief TNA along module study materials,	30% of the training fee as agreed for different levels of training for the entire year.
Completion of training and submission of Training Report with photographs. For this Training evaluation form will be referred. Please see Table below for criteria.	Full and final payment (70%) of the training fee after completion of each training

#### 6. Reporting

The Agency shall carry out the assignment under the overall supervision of the Chief Executive Officer and Project Director, and in consultation with concerned officials of PMU. The Agency shall ensure that training is conducted as per the training plan.

Section: 4

**Technical Bid Submission Forms**

**Technical Bid  
(Part A)**

A handwritten signature or set of initials, possibly 'JW', written in black ink on the right side of the page.

TECH A-1

Covering Letter

(On Bidders Letter Head)

[Location, Date]

To  
The CEO & PD,  
Tripura JICA Project (SCATFORM),  
JICA Project Building,  
Hatipara Forest Complex, Gandhigram,  
Agartala - 799012

Sub: **“TECHNICAL PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING TRAINING FOR DIFFERENT LEVELS OF STAKEHOLDERS ON SPECIFIED TOPICS”**

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for in accordance with your E-Tender No.\_\_\_\_ Dated. We are hereby submitting our bid, which includes Technical Bid and Financial Bid uploaded separately. I hereby declare that all the information and statements made in this Technical Bid are true and correct and I accept that any misinterpretation contained in it may lead to the disqualification of our bid. Our bid will be valid for acceptance up to 180 days and I confirm that this bid will remain binding upon us and may be accepted by you at any time before the validity of the bid. I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our bid including forfeiture of the full said earnest money deposit absolutely.

I remain,  
Yours Sincerely,

Authorized Signatory with Date and Seal: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_





**TECH A -2**  
**Bidder's Organisation**  
**(General Details)**

SL No	Description	Full Details
1	Name of the organization/ Firm/Company	
2	Date of establishment	
3	Experience in Years (Training, Evaluation, Module preparation and in the area of Action research)	
4	Registered Office address with telephone and email	
5	Details of Individual who will serve as the point of contact/communication: Name: Designation: Mobile No.: Email id:	
6	Address for communication with Pin code, Phone number and Email ID	
7	Details of the authorized person signing & submitting the bid on behalf of the Bidder: Name: Designation: Mobile No.: Email id:	
8	Registration / Incorporation Details Registration No: Date & Year:	
9	EMD Details: Amount: BC/DD No.: Date: Name of the Bank:	
10	PAN Number	
11	Goods and Services Tax Identification Number (GSTIN)	
12	Willing to carry out assignments as per the scope of work of the RFP	YES
13	Willing to accept all the terms and conditions as specified in the RFP	YES

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**



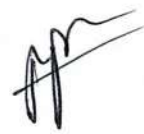
**TECH A -3  
Bidder Organisation  
(Financial Details)**

<b><u>Financial Information in Rs (INR)</u></b>				
<b><u>Details</u></b>	<b><u>FY.....</u></b>	<b><u>FY.....</u></b>	<b><u>FY.....</u></b>	<b><u>FY.....</u></b>
<b><u>Annual Turnover</u></b>				

**Supporting Documents:** Audited financial statements for the last three FYs and IT return for the respective financial years is mandatory along with this form.

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**



**TECH A- 4**

**Table 1: (Bidder's Past Experience Details)**

10 years of existence and 10 years of experience in the field of Training / Evaluation and in the area of Action research in the Forestry Sector with evidence of policy input.							
Sl No	Name of assignment	Name of Client	Value of contract	Start date	completion date	Page Number/Project reference number	Remark
1							
2							
Minimum 10 years of Experience of conducting training of the forest officials and field staffs in different states of India including the Training of the IFS officers							
1							
2							
Experience of conducting training and capacity building of different Govt. Line department officials and field staffs (Excluding forest department)							
1							
2							
Experience of conducting Training Need Assessments in areas of Community Development /Gender mainstreaming and associated areas under forestry and allied sector.							
1							
2							
Preparation of Training Manual, Module and materials for the participant the the areas of community development, gender mainstreaming,/Women and Tribal development in associated sectors.							
1							
2							
Prior experience working with the Tripura state forest and allied department							
1							
2							

**Bidders are requested to upload scan copy of the original agreement/completion certificate for each assignment.**

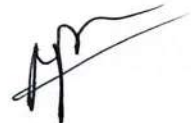


TECH A- 4

Table 2: (List of resource person available with the organization)

Area/Subject	Name		Educational Qualification	Year of experience (In year)
Gender Mainstreaming	1			
	2			
	3			
Community Development and Microplanning	1			
	2			
	3			

\*Numbers under name column (1,2,3 etc) are indicative bidder may add rows if required.



**TECH A- 5**

**Information Regarding any Conflicting Activities and Declaration Thereof**

**Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.**

If no, please certify,

**(In Bidders Letter Head )**

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:**

**Communication Address of the Bidder:**

A handwritten signature in black ink, consisting of stylized initials and a horizontal line extending to the right.

**TECH A-6**  
**Self-Declaration for Not Banned/Blacklisted/Debarred/Suspended**

To  
The CEO & PD,  
Tripura JICA Project (SCATFORM),  
JICA Project Building,  
Hatipara Forest Complex, Gandhigram,  
Agartala - 799012

Ref. E-TENDER No.

Dated:

Sir,

I hereby declare that our agency has not been banned/ blacklisted/debarred/suspended by the Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in Section- 2: [Information to the Bidder] under Eligibility Criteria: I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:**

**Communication Address of the Bidder:**



**Technical Bid  
(Part - B)**



**TECH B -1  
Covering Letter  
(On Bidders Letter Head)**

[Technical Bid: Part - B]

To  
The CEO & PD,  
Tripura JICA Project (SCATFORM),  
JICA Project Building,  
Hatipara Forest Complex, Gandhigram,  
Agartala - 799012

Sub: "TECHNICAL PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING TRAINING FOR DIFFERENT LEVELS OF STAKEHOLDERS ON SPECIFIED TOPICS"

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your E-TENDER No....., Dated: ..... I hereby submitting the bid which includes this technical bid. I confirm that this bid will remain binding upon us and may be accepted by you at any time before this expiry date. All the information and statements made in this technical bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our bid. If negotiations are held during the period of validity of the bid, I undertake to negotiate on the basis of the bid submitted by us. Our bid is binding upon us and subject to the modifications resulting from contract negotiations. I have examined all the information as provided in your RFP and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this bid and to bear any further pre-contract costs. In case, any provisions of the ToR included in RFP, including of our technical & financial bid is found to be deviated, then your Project shall have rights to reject our bid including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the bid and to clarify any details on its behalf. I understand you are not bound to accept any bid you receive.

I remain,  
Yours sincerely,

**Authorized Signatory with Date and Seal:**

**Name and Designation: Address of Bidder:**





**TECH B -2  
Bidder's Organisation (Brief Profile)**

**[Provide here a brief description regarding the professional background of the organization in not more than Two pages]**



**TECH B -3  
Bidder Experience**

[Using the format below, provide information on each assignment for which your organization was legally contracted as single entity for carrying out consulting services similar to the ones requested under this assignment not more than twenty pages]

Project No : XX

Assignment Name:	Value of the Contract (in Rs.):
Location:	Duration of Assignment (months):
Name of Client:	Total No. of staff-months of the Assignment:
Address:	
Start Date (Month/Year):	No of professional staff-months provided by associated Consultants:
End Date (Month/Year):	
Narrative Description of Project:	
Description of actual services provided by your staff within the Assignment:	

Authorized Signatory :



**TECH B -4**

**[Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client]**

**A: On the Terms of Reference / Scope of Work:**

[The Agency needs to present and justify in this section, if any modifications to the Terms of Reference it is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point and incorporated in the technical bid. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

**B: On Input and Facilities to be provide by the Client:**

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

**Authorized Signatory**

A handwritten signature in black ink, consisting of several vertical and diagonal strokes, located on the right side of the page.

**TECH B -5**

**Description of Approach, Methodology and Work Plan to Undertake the Assignment**

[Technical approach, methodology and work plan are key components of the Technical Bid. In this Section, bidder should explain understanding of the objectives and scope of the assignment, approach to the services, methodology and work plan for carrying out the activities and obtaining the expected outputs. It is suggested to present the required information divided into following four sections. **[Not more than 10 pages]**

**A. Understanding of the Objectives, Scope and Completeness of response**

Please explain your understanding of the objectives and scope of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s). **Please do not repeat/copy the TOR here.**

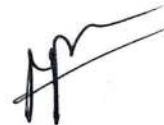
**B. Description of Approach and Methodology:**

Explaining of the proposed approach and methodologies to be adopted highlighting the compatibility of the same with the proposed approach.

**C. Work Plan and implementation schedule**

Please provide detail of work plan to be taken up to complete the assignment

**Authorized Signatory**



**TECH B -6**  
**Format of Curriculum Vitae (CV) for Proposed Lead Expert**  
**(Page limit Five pages)**

**1. General**

<b>Position Title and No.</b>	
<b>Name of Key Expert</b>	
<b>Name of the Firm proposing the Key Expert</b>	
<b>Date of Birth</b>	
<b>Nationality</b>	
<b>Country of Citizenship / Residence</b>	

**2. Education:**

<b>Education</b>	<b>Board/University</b>	<b>Year of completion</b>

**3. Employment record relevant to the assignment:**

<b>Period</b>	<b>Employing organization and your title /position.</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>

**4. Membership in Professional Associations and Publications:**

**5. Key Publications:**

**6. Languages Skills:**

<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Listening</b>	<b>Writing</b>
English				
Hindi				
Bengali				

**\*Excellent/Good/Poor**

**7. Adequacy for the Assignment:**

**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**

--

**8. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and my experience;
- (ii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Expert Schedule in Form TECH-7 provided team mobilisation takes place within the validity of this proposal or any agreed extension thereof;
- (iii) I am committed to undertake the assignment within the validity of Proposal;
- (iv) I am not part of the team who wrote the terms of reference for this consulting services assignment;
- (v) I am, pursuant to Clauses 3 and 4 of the ITC, eligible for engagement.

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Date:**



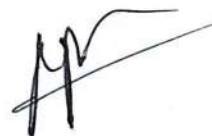
**Authorised Signature:**

**TECH B - 7  
Work Schedule for the Proposed Assignment**

**Proposed Work Plan for the Study**

	Time frame					
<b>Sequence of activities</b>						

**Authorized Signatory**



Section: 5

**Financial Bid Submission Forms**

Handwritten signature or initials in black ink, consisting of a vertical line, a horizontal line, and a diagonal line.

**FIN-1  
Covering Letter  
(In Bidders Letter Head)**

Date.....

RFP No.....

The CEO & PD,  
Tripura JICA Project (SCATFORM),  
JICA Project Building,  
Hatipara Forest Complex, Gandhigram,  
Agartala - 799012

**Sub: "FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING TRAINING FOR  
DIFFERENT LEVELS OF STAKEHOLDERS ON SPECIFIED TOPICS**

Sir,

We, the undersigned, offer to provide the Services in accordance with your Request for Proposal dated .....Our Financial Proposal is of the amount INR ..... (In Words.....), inclusive of all applicable taxes and GST.

Our Financial Proposal is without any condition and shall be binding upon us up to expiration of the validity period of the Proposal, i.e. 60 calendar days from the last date of submission of this Proposal.

We understand you are not bound to accept any Proposal you receive.

Thanking you,

Yours Sincerely,

Duly signed by the Authorized Signatory of the Applicant

(Name, Title and Address of the Authorized Signatory)





**FIN-2**  
**BOQ (Summary of Lumpsum Costs)**

	A	B	C	D
Cost Component (Break-up of Costs)	Batch size (Number of participants)	Number of Batches proposed	No of Days per Batch	Proposed Cost per Batch (including all taxes) in INR.
PMU, and NCE level	20	03	01	
DMU and SDMU Level	24	04	01	
DMU and SDMU Support Staffs	28	04	01	
RMU Level	25	08	01	
RMU Level	25	03	01	
Livelihood Coordinator and Community Organisers	26	08	02	
Field Facilitators	25	10	01	
<b>Total cost In INR</b>				

*\*Bidders need to calculate cost of training in column "D" per batch including Material, Cost of Resource person, Travel. Accommodation for resource persons, other admin fees and all applicable taxes.*

*\* Venue for training, Food/ Refreshment for participants and accommodation of participants (If required will be arranged by PMU. Bidders need not to add such cost.)*

*\*Payment will be made on actual basis on number of trainings completed. In case it exceeds from the unit of training as indicated in RFP/BOQ, Excess payment will be made as per the Unit cost as quoted by consultant for final billing.*

*\* Selection process will follow QCBS method with 85:15 ratio for Technical and Financial score*

The financial score will be calculated on the Total Lump-Sum Fees.

Financial Proposal is of the amount INR ..... (In Words.....), inclusive of all applicable taxes & GST.

Yours Sincerely,

Duly signed by the Authorized Signatory of the Applicant

(Name, Title and Address of the Authorized Signatory)

